



CITY OF WESLACO JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Support Services Aide (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Parks Department: Job No. 1657	Salary Range: \$11.10	Deadline: Open Until Filled
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JOB SUMMARY:

The Support Services Aide performs relatively complex clerical and administrative support functions pertaining to the department. Employee keeps in radio contact with mobile units or other fixed station units. Employee assists the finance and planning department with the receipt cash payment as well as the maintenance of the department's cash drawer in an accurate manner. Employee is responsibilities include updating multiple logs and records; providing accurate and timely transmittal of information and messages; adding, deleting, and revising records, and perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Parks Director

Qualifications: High School Degree or equivalent and one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Valid Texas Driver's License.

Work Environment: The work environment involves everyday discomforts typical of offices, with frequent work interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; Paid Holidays; Personal Leave Days; Optional 457 Deferred Compensation Plan.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

Click on the Human Resource link, Job Opportunities to download a copy of the application.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Nuestra compañía utiliza E-Verify para confirmar la elegibilidad para empleo de todos los empleados recién contratados. Para saber más sobre E-Verify, incluyendo sus derechos y responsabilidades, por favor visite www.dhs.gov/E-Verify.

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